

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Administration – Member Disciplinary Notice</i>	SOG #100-015A
	Approved: Chief Christopher J. Reynolds	Initiated: January 2021 Revised: N/A

Member Disciplinary Notice

EMPLOYEE NAME: _____

DATE OF ISSUE: _____

THIS IS TO INFORM YOU THAT YOU HAVE BEEN IN VIOLATION OF THE FOLLOWING POLICY(IES) OR POLICIES:

- | | | |
|----------------------------|----------------------|----------------------------------|
| _____ TARDINESS | _____ SOG'S | _____ RADIO/COMMUNICATION |
| _____ UNIFORM/DRESS | _____ CONDUCT | _____ VEHICLE |
| _____ PAPERWORK | _____ OTHER: | |

AS A RESULT OF THESE VIOLATION(S), YOU WILL HAVE THE FOLLOWING ACTION(S) APPLIED OR DOCUMENTED IN YOUR PERSONNEL FILE:

- _____ **VERBAL COUNSELING**
- _____ **WRITTEN WARNING**
- _____ **REMEDIAL TRAINING**
- _____ **REMEDIAL TRAINING, FOLLOWED BY, PROBATION FOR _____ DAYS/MONTHS TO START _____ AND END _____ ***
- _____ **INDEFINITE PROBATION ***
- _____ **TERMINATION.**

*** ANY FURTHER INCIDENTS DURING PROBATION MAY RESULT IN TERMINATION.**

Describe the infraction/incident?

Has this or something similar happened before? How many times?

Did anyone else observe or report the incident?_____

Was anyone notified of the incident?

I HAVE READ AND BEEN INFORMED OF THE ABOVE DISCIPLINARY ACTION TAKEN AGAINST ME AND AGREE TO THE TERMS AS STATED HEREIN:

EMPLOYEE SIGNATURE _____ DATE: _____ MANAGEMENT: _____

You are afforded the right to respond to these charges in writing. Written documentation will need to be submitted to the Chief of Operations within 72 hours of this notification. The Chief will forward your request to the President of the Board of Directors, the President will convene a Personnel Committee consisting of a Neutral Line Officer, a neutral member of your certification level, and at least two members of the Board of Directors for a final decision. The decision of the Personnel Committee is final and cannot be appealed.

322

E.M.S.